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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, PPS

DATE: 7 November 1956

FROM : Chief, LAS

SUBJECT: Weekly Activities Report

25X1 A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

25X1 1. New equipment for the Quarters Eye Language Laboratory for full-time students is scheduled to arrive this week. This will permit expansion from the present six positions to sixteen positions. The laboratory is now used exclusively by [] full-time students. It will also be used by students in three additional courses scheduled to begin during the fall. Operation, maintenance and security of equipment will be a problem until the DD/S approves our request for an additional technician position. At present, during working hours, [] alone is supervising both labs, repairing and maintaining, performing installations, instructing students in use of equipment, assisting instructors in production of recordings, duplicating tapes, and assisting in projection of movies for area courses. Until an additional technician is on duty, it will be impossible to provide satisfactory lab service and necessary support of current language training activities, maintenance and physical security of the equipment.

25X1 2. One student has been transferred from intensive [] to semi-intensive [] following a 3-week trial. On insistence of supervisors and contrary to opinion of the Qualifications Review Panel, the student was placed in full-time training on trial. At the end of the period, the same supervisors, the three instructors and [] conferred on performance and unitedly decided on the change. It is believed that these supervisors in future will more fully recognize the service provided them and their prospective students by the Panels.

25X1 3. JOT [] is temporarily assigned to the School, and is doing a study of post-training activities of all persons who have received intensive training in [] under Agency auspices. This is part of a larger study of all former intensive trainees, to be performed piece-meal as we are able.

25X1 4. The School is beginning a study to identify and evaluate all academic and quasi-academic, government, private, business and church intensive language training programs abroad. The School will welcome information from anyone who has personal knowledge or experience with any such programs.

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5. At [] invitation, [] who coordinates the language training program for the Air Force called. LAS' desire is to try to develop opportunities within the Air Force program to provide training for Agency employees. A second meeting will be held within a few weeks.

25X1 6. Three of five Agency students in basic [] that began last month withdrew on the same day to crash into not previously anticipated assignments. This sort of thing constantly bedevils the School.

25X1 7. Almost simultaneously with the above action, an urgently presented request from the same division came for training, also in [] for four persons who, at the time last month's course began, had not been identified as requiring [] We have made adjustments to do this internally.

25X1 8. The "Development of an Area Specialist" chart has been distributed in small numbers throughout the Agency. We are delighted with the designing done by [] 25X1

25X1 9. On a recent Saturday, [] provided laboratory coverage. On occasions when [] cannot be here, Joan or [] "pinch hit" to assume some degree of supervision. 25X1

10. Sollenberger of the FSI called to discuss problems connected with designing the "Foreign Language Development Awards." The Department of State hopes very soon to initiate a comparable program.

11. Information on courses or seminars made available to LAS has been referred to Offices of primary concern on these topics:

- 25X1 (1) Arson Investigation, a one-week program at Purdue University, referred to [], Security.
- 25X1 (2) Financial Controls and their Application in International Operations, a 3-day seminar given by the International Management Association, referred to [] DD/S.
- 25X1 (3) Operating and Maintenance Training Courses on Relaymatic Dial Telephone Switching, 4-week courses given in Chicago, referred to [], Commo.
- 25X1 (4) Symposium on Liquid Propellants, a 2-day presentation at the Pentagon under auspices of Office of Assistant Secretary of Defense, referred to [], OSI.

25X1 12. On 2 November, [] spent three-fourths of an hour giving instruction in [] to a student in the Basic Intensive [] course. The latter said that a couple of case officers in [] have joined [] there and as a result have had great success operationally, [] 25X1

25X1 13. On 31 October, tests were given by special request for one person each in []

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14. The [] Proficiency test was given to two people on 24 October. [] of FDD served as native speaker on the oral panel.

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15. [] composed a new part for the [] test. This is a part previously not used for any language, and is designed to test knowledge of phraseology in the foreign language. This part will be included in the standard format for tests in all languages.

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16. [] began teaching a [] Intermediate Reading Course for two students on 30 October. Newspaper selections are serving as the basis of reading.

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17. Dr. Charles Bidwell, Foreign Service Institute, is assisting in the selection of materials for the [] readers.

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18. During the past week, the language laboratory was used for a total of [] hours by [] students.

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